

**DEPARTMENT OF GENERAL SERVICES  
DIVISION OF THE STATE ARCHITECT (DSA)**

**Request For Qualifications**

**DSA RFQ 04-01**

**Due: Friday, February 13, 2004 by 5:00 PM**

**Structural Engineering Review Retainer Services for California DSA Regions  
(San Francisco Bay Area, Sacramento, Los Angeles, and San Diego)**

**Page 1 of 5**

The Department of General Services, Division of the State Architect (DSA), is issuing a Request For Qualifications (RFQ) for structural engineering firms as follows:

**PROJECT DESCRIPTION**

Contractor will provide Structural Engineering review services on an "as-needed" basis. Projects may include plan review and back review of drawings and specifications, review of change orders, addenda, deferred approvals, alternate designs, and revisions for California public school buildings, and other facilities as designated by California Codes including Education Code Sections 17280-17317 and 81130-81149; and structural engineering review of building components and engineering reports. Contractors shall review plans and specifications specific to Title 24, California Code of Regulations, according to the policies and procedures of the DSA. All work performed shall comply with all applicable state codes and regulations, particularly as they relate to structural engineering. The back review shall be performed at the designated Regional DSA Office.

DSA has divided the State of California into four geographic regions, (1) San Francisco Bay Area; (2) Sacramento; (3) Los Angeles and (4) San Diego and will issue separate agreements for each region. See **Attachment A – Regional Map** for the geographic areas. DSA plans to establish multiple agreements for each region. No amount of work is guaranteed under the Structural Engineering Retainer Agreements.

The Firm(s) selected shall be knowledgeable of the codes and regulations regarding building design for structural engineering compliance in the State of California. Please note that all structural engineering personnel must be approved by DSA and must attend the structural engineering training classes provided by DSA.

**MINIMUM REQUIREMENTS**

Firms who are interested in providing services for this contracting opportunity shall submit the following information together with the firm's Request For Qualifications (RFQ). Please state which Region(s), as listed above, you are submitting for.

**Firms wishing to be considered for more than one region shall submit a separate set of Request For Qualifications for each region.**

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Each RFQ will be scored only upon receipt of the following minimum criteria, which are **MANDATORY:**  
**Submit two (2) sets each of the RFQ, which shall include:**

**Facsimile (FAX) submittals will not be considered.**

- Letter of Interest that includes the **Legal Name** and **Federal Identification Number** of the firm.
  - Firm Principal's professional structural engineer's registration number and/or copy of Certificate.
  - Each individual structural engineer's registration number.
  - Federal Forms 254 and 255 for the firm and any proposed sub-contractors.
  - A written statement of the firm's qualifications which is responsive to the selection criteria and may also include any additional materials in 8-1/2" x 11" format illustrating plans, sketches, or photographs of recent relevant projects, published materials, and awards.
  - Disabled Veteran Business Enterprises (DVBE), Participation Requirements
- Advertisement for the Good Faith Effort is NOT WAIVED for the purposes of DSA RFQ 04-01. Compliance will require immediate action on the part of the proposer / firm.**

**Pilot E-Plan Review Projects**

Projects may include e-plan review of electronic drawings and specifications. Contractors may be asked to participate in an E-Plan Review Pilot Project during the term of the contract.

**E-Plan Definitions**

- **e-plan review** is a process by which electronic drawings and specifications can be reviewed and marked using computer tools such as a CAD viewer.
- **electronic drawings** refer to CAD drawings and image files (TIFF, PDF), electronic specifications refer to specifications available as computer files, put together with groupware applications such as Microsoft Word <sup>TM</sup>, Excel <sup>TM</sup>, WordPerfect <sup>TM</sup> etc. or a PDF <sup>TM</sup>.
- **access e-files**, this refers to applications and processes used to transfer e-files. Examples include file transfer protocol (ftp) server or client.
- **view e-files** refers to the use of applications such as CAD viewers that will allow CAD and other files to be viewed without the need of native applications used to develop the drawings or other documents.
- **mark up e-files** refers to a feature available in most CAD viewers and some other applications, by which comments can be added to a file that is being viewed. This allows electronic drawings to be marked.
- **save e-files** refers to the ability to save a drawings (or set of drawings) along with marked layers as a single file.

Documents shall be received no later than: **FRIDAY, February 13, 2004 by 5:00 PM.**

Documents shall be submitted to:

DSA  
Contracts Management Unit  
1102 Q Street, #5200  
Sacramento, CA 95814  
Attention: Pamela Rae Johnson

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**SELECTION CRITERIA**

1. **PRINCIPAL'S ROLE RELATED TO THE PROJECT:** Indicate what role the principal will perform as it relates to the project. Please be specific about the principal's education and experience as well as current or immediate past participation in training, technical committees, or professional associations related to structural engineering in California. **10 Points**
  
2. **PERSONNEL ASSIGNED TO THE PROJECT.** List proposed staffing for the assigned project, and their availability for the project, both for location and project schedule. Please include dates of their most recent technical degrees, structural engineer's registration numbers, DSA training, and knowledge of state DSA code, laws, and regulations. Indicate any other background, training, skill, or experience involving structural engineering. **30 Points**
  
3. **RELATED WORK RECENTLY COMPLETED BY PERSONNEL ASSIGNED TO PROJECT.** Please include any school, community college, essential services buildings or hospital facilities in California designed or plan reviewed by each of the named personnel (when applicable, use DSA or Office of Statewide Health Planning and Development (OSHPD) application number, name of facility, description of the scope of the project, and dollar value of construction). **20 Points**
  
4. **FIRMS ABILITY TO ACCOMMODATE DSA DEADLINES:** Describe how your firm will meet the 90 (ninety) day deadline on plan review of large (over \$15 million) projects, 60 (sixty) day deadline for projects \$5 to \$15 million and 30 (thirty) day deadline for projects under \$5 million and availability for structural engineering reviews and back reviews in the DSA regional offices. **20 points**
  
5. **KNOWLEDGE OF APPLICABLE OR RELATED CODES, REGULATIONS, LAWS, ETC.** List projects in which assigned personnel have had direct involvement that demonstrate knowledge and application of code, policies and standards related to structural engineering.

**20 Points**

**TOTAL      100 Points**

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**CONTRACT ADMINISTRATIVE PROCESS**

Firms will be selected on the basis of written responses to this RFQ. The scoring of the RFQ shall be based on the selection criteria identified on page 3 of this RFQ. Submittals will be evaluated and scored upon the above selection criteria for those firms who have complied with the minimum qualification requirements. A minimum score of **80 points** must be achieved in order to be awarded an agreement for Structural Engineering review services for DSA. The subsequent successful firms will be placed on a rotation list and used accordingly for each Regional Office.

An agreement will be executed at a not to exceed amount of \$300,000.00 for a 2-year term. DSA anticipates that there will be multiple agreements awarded for each geographic area advertised. One or more, or all awarded agreements may be utilized concurrently in accordance with the retainer agreement amendment process detailed below.

The State reserves the right to terminate the selection proceedings at any time.

**RETAINER AGREEMENT AMENDMENT PROCESS**

The State shall authorize the Contractor to perform only by a written amendment to this Agreement. Each amendment shall identify the scope of services, the schedule for providing those services and the negotiated fee. The State and Contractor agree that no specific quantity of work is guaranteed by this Agreement and the State in its sole discretion, reserves the right to determine the best qualified firm for each project.

No project amendment shall exceed \$25,000.00 and the aggregate of all fees for all amendments paid to the Contractor under this Agreement shall not exceed THREE HUNDRED THOUSAND AND /100s DOLLARS (\$300,000.00)

In accordance with Government Code section 4528, should the State be unable to negotiate a satisfactory contract amendment with the Contractor at a fee and or schedule that the State determines to be fair, reasonable and in the States best interest for that particular project, negotiations with the Contractor shall be terminated. The State shall then undertake negotiations with the next qualified firm on the rotation list.

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This Agreement will remain in force for two years or until the maximum dollar amount is expended. The State in its sole discretion may extend the Agreement for up to one additional year.

All technical questions should be directed to Dennis Bellet, Principal Structural Engineer at (916) 445-0783.

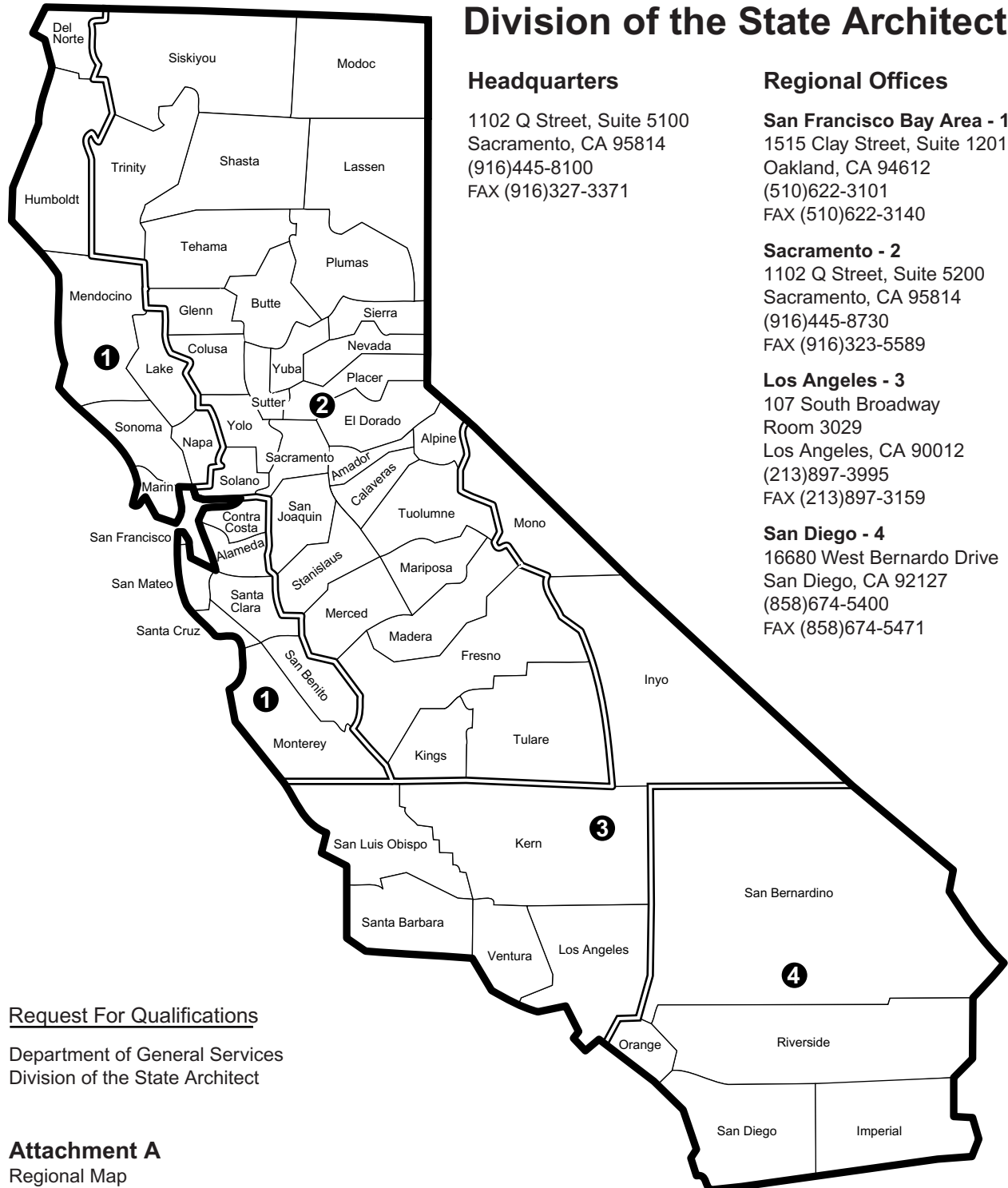
Questions related to the RFQ and related administrative matters should be directed to Pamela Rae Johnson, Contracts Analyst, at (916) 324-2733.

**AVAILABILITY OF ALTERNATIVE FORMATS**

Copies of this RFQ are available in the following formats: standard print, large print, audiocassette tape, and computer disk. Copies can be obtained by calling the Division of the State Architect, Contracts/Business Services Section, Pamela Rae Johnson, (916) 324-2733.

**Request For Qualifications**  
**DSA RFQ-04-01**  
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**Structural Engineering Review Services**



# California Disabled Veteran Business Enterprise Program Requirements

(REV. 4-1-03)

**AUTHORITY.** The Disabled Veteran Business Enterprise (DVBE) Participation Goal Program for state contracts is established in Public Contract Code (PCC), Section 10115 et seq., Military and Veterans Code, Section 999 et seq. and California Code of Regulations, Title 2 (2CCR), Section 1896.60 et seq.

**The minimum DVBE participation percentage is 3% for this solicitation unless another percentage is specified in the solicitation.**

**INTRODUCTION.** The bidder must document at least one of the options (A, B or C) in this document to comply with this solicitation's DVBE program requirements. Bids or proposals (hereafter called "bids") that fail to fully document one of the DVBE program requirements options shall be considered non-responsive and ineligible for award.

All information submitted by the intended awardee to comply with this solicitation's DVBE requirements will be verified by the State. If evidence of an alleged violation is found during the verification process, the State shall initiate an investigation with this information in accordance with the requirements of the Public Contract Code, Section 10115, et seq. and the Military and Veterans Code, Section 999 et seq. and follow the investigatory procedures required by the California Code of Regulations, Section 1896.80.

Only State of California, Office of Small Business and DVBE Certification certified DVBEs who perform a commercially useful function relevant to this solicitation may be used to satisfy the DVBE program requirements. The criteria for performing a commercially useful function are contained on page 5, Resources & Information and California Code of Regulations, Title 2, Section 1896.61(l). Verify each DVBE subcontractor's/supplier's certification with the Office of Small Business and DVBE Certification Section to ensure DVBE eligibility.

<b>To meet the DVBE program requirements, bidders must complete and fully document at least one of the following compliance options:</b>
<b>Option A - Commitment to full DVBE participation</b> - For a bidder who is a DVBE or who is able to meet the commitment to use identified DVBE(s) to fulfill the full DVBE participation goal.
<b>Option B - Good Faith Effort</b> - For a bidder documenting its completed effort, made prior to the bid due date, to obtain DVBE participation that may result in partial or no DVBE participation.
<b>Option C - Business Utilization Plan</b> - For a bidder using an annual plan (subject to approval) to satisfy DVBE participation requirements. Applies only to solicitations for goods and information technology.

**PLEASE READ ALL INSTRUCTIONS CAREFULLY.** These instructions contain information about the DVBE program requirements, bidder responsibilities, and requirements for performing and documenting each of the three available options as detailed below. Bidders are responsible for thorough review and compliance with these instructions. Document your option selection on the attached STD Form 840, Documentation of Disabled Veteran Business Enterprise Program Requirements.

**OPTION A – COMMITMENT** -- Commit to meet or exceed the DVBE participation requirement in this solicitation by either Method A1 or A2. Bidders must document DVBE participation commitment by completing and submitting the attached STD 840. Failure to complete and submit STD 840 (Side 1) as instructed shall render your bid non-responsive.

The bidder must provide, prior to contract award, a written agreement signed by the bidder and each proposed DVBE subcontractor. The written agreement will include the DVBE scope of work, work to be performed by the DVBE, term of intended subcontract with the DVBE, anticipated dates the DVBE will perform required work, rate and conditions of payment, total amount of contract to be paid to the DVBE, and the percentage of the entire contract that will be awarded to the DVBE, with each DVBE subcontractor. If this information is contained in the bidder's DVBE written agreement of intent, the agreement may be attached to the STD 840. If further verification is necessary, the state will obtain additional information to verify the above requirements.

**Method A1. Certified DVBE bidder:**

- a. Commit to performing at least 3% of the contract bid amount (unless otherwise specified) with your firm or in combination with other DVBE(s).
- b. Document DVBE participation on STD 840 (Side 1) and attach a copy of all applicable certifications.
- c. A DVBE bidder working in combination with other DVBEs shall be requested to submit proof of its commitment by submitting a written agreement with the DVBE(s) identified in its bid's STD 840. When requested, the written agreement must be submitted to the address or facsimile number specified and within the timeframe identified in the notification. Failure to submit the requested written agreement as specified may be grounds for bid rejection.

**Method A2. Non-DVBE bidder:**

- a. Commit to using certified DVBE(s) for at least 3% (unless otherwise specified) of the bid amount.
- b. When a bidder commits to less than the required 3% DVBE participation or its commitment may fall below 3% if specific line items/groups are not selected for award, then Option B, Good Faith Effort must be completed in addition to Option A, Commitment.
- c. Document DVBE participation on STD 840 (Side 1) and attach a copy of the DVBE's certification.
- d. Prior to contract award, a bidder is to submit proof of their commitment by submitting a written agreement with the DVBE(s) identified in its bid's STD 840. The awarding department contracting official named in this solicitation will contact each listed DVBE, by mail, fax or telephone, for verification of the bidder's submitted DVBE information. The written agreement must be submitted to the address or facsimile number specified and within the timeframe identified in the notification. Failure to submit the written agreement as specified may be grounds for bid rejection.



**OPTION B – GOOD FAITH EFFORT (GFE)** performance and documentation requirements must be completely satisfied prior to bid submission if you are unable to obtain and commit to the full DVBE participation percentage goal (Option A) and do not exercise Option C. Perform and document the following Steps 1 through 5 on both sides of the attached STD 840 form. Failure to perform and document GFE Steps 1 through 5 as instructed, which includes properly completing and submitting both sides of STD 840, shall result in your bid being deemed non-responsive. Step 3, Advertisement, is required unless specifically waived for this solicitation due to time limits imposed by the awarding department.

**Step 1 Awarding Department** - Contact the department's contracting official named in this solicitation to identify interested DVBEs. You must fully document this contact and describe the results on STD 840 (Side 2).

**Step 2 Other State and Federal Agencies, and Local Organizations**

**STATE** Contact the Department of General Services, Procurement Division's (DGS-PD) Office of Small Business and DVBE Certification (OSDC) to obtain a list of certified DVBEs by telephone at (916) 322-5060 for the 24-hour automated telephone system or (916) 375-4940 for the receptionist during normal business hours. This information can also be obtained by searching the online database at <http://www.pd.dgs.ca.gov/smbus>. Begin by selecting Certified Firm Inquiry Services, then search by using either the Keyword Search or the Standard Query options. You must fully document this contact and describe the results on STD 840 (Side 2).

**FEDERAL** Search the U.S. Small Business Administration's (SBA) online database (Pro-Net) at <http://www.pro-net.sba.gov> to identify potential DVBEs. Select these minimum options in the following sequence: select Search Database; select CA under "State"; select Service Disabled Veteran under "Other Ownership Data"; and "Search Using These Criteria" at the page bottom. The database takes a few moments to query, and then your list will appear on your screen. You may select other criteria to focus your search. You must fully document this contact and describe the results on STD 840 (Side 2).

**LOCAL** Contact at least one local DVBE organization to identify DVBEs. For a list of local DVBE organizations, please refer to the DVBE Resource Packet that may be accessed online (<http://www.pd.dgs.ca.gov/smbus> - select "DVBE Resource Packet") or obtain a hardcopy by requesting it from DGS-PD Office of Small Business and DVBE Outreach and Education (see the Resources & Information page). You must fully document your contact with local DVBE organizations and describe the results on STD 840 (Side 2).

**Step 3 Advertisements** are mandatory unless waived by the awarding department.

**CONTENT REQUIREMENTS:** Include all of the following in your advertisement(s): (1) company name; (2) contact name; (3) address; (4) telephone and facsimile (if applicable) numbers; (5) e-mail address (if applicable); (6) the state's solicitation number(s); (7) goods and/or services for which the state is soliciting; (8) the location of the work to be performed; and (9) the State's bid(s) due date and/or your due date for receiving DVBE responses.

**HOW MANY & WHERE TO PUBLISH:** Bidders must publish two (2) ads, one (1) each in a trade paper and a DVBE focus paper unless the paper is dual purpose (fulfilling both trade and focus requirements as defined in California Code of Regulations, Title 2, Section 1896.61(k)), in which case one (1) ad is acceptable. Please see the DVBE Resource Packet for a list of acceptable publications.

**WHEN:** Ads must be published after the solicitation's release date and at least 7 days prior to the bid due date, unless a different time period is expressly established in this solicitation.

**DOCUMENT & SUBMIT:** On STD 840 (Side 2), document the publication name(s) in which you published advertisement(s), the contact name and phone number, and date of publication. Include a copy(ies) of the advertisement(s) with your bid.

#### **Step 4 Invitations to Participate**

**WHO:** Invite (solicit) DVBEs who can provide relevant goods and/or services to this solicitation to subcontract with you. Conducting Steps 1 through 3 produces a list of DVBEs from which you may choose potential DVBEs subcontractors/suppliers to contact. Bidders are advised to contact as many DVBEs (who provide relevant goods and/or services in the applicable location(s)) as possible. Non-California-certified DVBEs are not eligible -- please refer those DVBEs to the OSDC to learn about certification (see the Resources & Information page for contact information).

**FOR WHAT:** Solicit DVBEs for goods and/or services relevant to the state's solicitation. If you are unable to identify specific portion(s) of the proposed contract to subcontract, the state encourages bidders to avoid making a predetermination that no DVBEs are able to perform without first contacting and soliciting participation from them. This allows DVBEs to respond whether they can or cannot provide any goods or services related to the solicitation, and provides a bidder with responses for consideration.

**HOW TO INVITE & CONTENT REQUIREMENTS:** Written invitations are required. At a minimum, invitations must contain all of the following: (1) company name; (2) contact name; (3) address; (4) phone and facsimile (if applicable) numbers; (5) return e-mail address (if applicable); (6) the state's solicitation number; (7) goods and/or services for which the state is soliciting; (8) location of work; and (9) the State's bid(s) due date and/or your due date for receiving DVBE responses.

**WHEN:** Provide DVBE's with a reasonable time period to receive and respond to your invitation, and to be considered by you for participation as described in Step 5, prior to your bid submission.

**DOCUMENT & SUBMIT:** Bidders must document the completed contacts on STD 840 (Side 1), Section A. Attach additional copies of STD 840A as necessary to list your DVBE contacts. You are required to attach a copy of: (1) each invitation or offer sent by letter, fax or e-mail; and (2) confirmation of transmittal or delivery. Your bid shall be considered non-responsive if it fails to include copies of the written invitations and delivery confirmations.

**Step 5 Consider all responding DVBEs** for contract participation. Consideration must be based on business needs for the contract and the same evaluation criteria must be applied to each potential DVBE subcontractor/supplier offering the same goods and services. You must document on STD 840 (Side 1), Section A any firm(s) selected for participation; or if not selected, the reason for non-selection. Attach additional copies of STD 840A as necessary to list all of your DVBE contacts.

**OPTION C – THE DVBE BUSINESS UTILIZATION PLAN** (BUP) option permits bidders to submit an approved DVBE BUP to satisfy DVBE participation solicitation requirements up to 3%. **DVBE BUPs apply only to solicitations for goods and information technology (IT) goods and services.** DVBE BUPs are a company's commitment to expend a minimum of 3% of its total statewide contract dollars with DVBEs -- this percentage is based on all of its contracts in the State, not just those with the State. DVBE BUPs must be submitted to and approved by the DGS-PD prior to the bid due date. Please call the DGS-PD, Office of Small Business and DVBE Outreach and Education for assistance. Bidders choosing this option must properly complete and submit STD 840 (Side 1) and include a copy of its approval letter with the bid; failure to submit these documents shall render your bid non-responsive.

## RESOURCES AND INFORMATION

For assistance in preparing a responsive participation document, **contact the contracting official at the awarding department for this solicitation.** In accordance with Public Contract Code Section 10115.2(b)(3), bidders must advertise in trade and focus publications unless the requirement is waived. The Department of General Services, Procurement Division (DGS-PD) publishes a list of trade and focus publications to assist bidders in meeting these contract requirements. To obtain this list, please contact the DGS-PD Office of Small Business and DVBE Outreach and Education and request the "DVBE Resource Packet."

### U.S. Small Business Administration (SBA)

*Internet contact only – see instructions for website navigation*  
PRONET Database: <http://www.pro-net.sba.gov>

### FOR:

**Service-Disabled Veteran-owned businesses in California**

(Remember to verify each DVBE's California certification.)

**Local Organizations** (see the DVBE Resource Packet available from DGS-PD DVBE Program Section listed below)

### FOR:

**List of potential DVBE subcontractors**

### DGS-PD Office of Small Business and DVBE Certification (OSDC)

707 Third Street, Room 400, West Sacramento, CA 95605  
Website: <http://www.pd.dgs.ca.gov/smbus>  
24-hour automated information  
& document requests: (916) 322-5060  
Receptionist: (916) 375-4940  
Fax: (916) 375-4950

### FOR:

**Directory of Certified DVBEs  
Certification Applications  
Certification Information  
Certification Status, Concerns**

### DGS-PD Office of Small Business and DVBE Outreach and Education

707 Third Street, 2<sup>nd</sup> Floor, West Sacramento, CA 95605  
Voice, 8 am—5 pm: (800) 559-5529  
Fax: (916) 375-4597

### FOR:

**DVBE Program Participation Requirements  
DVBE Program Info. and Statewide Policy  
DVBE Resource Packet  
DVBE Business Utilization Plan  
Small Business/DVBE Advocates**

### Advertisement Format Example

This example offers a suggested format that includes required information outlined in Option B, Good Faith Effort, Step 3. You can substitute the applicable information for the bolded, italicized words.

DVBEs are invited to participate as a potential subcontractor/supplier to perform a commercially useful function specific to ***DGS' IFB No. 12345 for fencing materials in Chowchilla.***  
***DVBE responses due to me 1/1/02;***  
***Bids due to the State 1/15/02.***

Contact: ***ABC Company***  
***Jane Doe, General Manager***  
***123 Main Street, Sacramento, CA 95814***  
voice: ***555/555-5555***; fax: ***555/555-5556***  
or e-mail: ***jane.doe@abcco.com***

### Commercially Useful Function Definition

California Code of Regulations, Title 2, § 1896.61(l):

The term "DVBE contractor, subcontractor or supplier" means any person or entity that satisfies the ownership (or management) and control requirements of Section 1896.61(f); is certified in accordance with Section 1896.70; and provides services or goods that contribute to the fulfillment of the contract requirements by performing a commercially useful function. A DVBE contractor, subcontractor or supplier is considered performing a commercially useful function when it meets the following criteria:

(1) The business concern is: responsible for the execution of a distinct element of the work of the contract; carrying out its obligation by actually performing, managing or supervising the work involved; and performing work that is normal for its business services and functions, and

(2) The business concern is not further subcontracting a greater portion of the work than would be expected by normal industry practices.

# DOCUMENTATION OF DISABLED VETERAN BUSINESS ENTERPRISE PROGRAM REQUIREMENTS

STD 840 (REV. 4-1-2003)

**Designation Of Option** Check the appropriate box(es) to indicate the option(s) with which you choose to comply, complete the applicable sections and attach the required supporting documentation. You are advised to read all instructions carefully prior to completing this form. Remember that only California certified DVBEs who can provide related goods and/or services may be used to satisfy these program solicitation requirements.

- ☐ **OPTION A – I commit to meeting the full DVBE contract participation requirement.**  
Complete STD 840, Section A.
- ☐ **OPTION B – I performed and documented a Good Faith Effort (GFE) in an attempt to obtain DVBE participation.**  
Complete STD 840, Section A (for GFE Steps 4 & 5) and STD 840 (REVERSE), Section B (for GFE Steps 1–3).
- ☐ **OPTION C – I submit a copy of my firm's "Notice of Approved DVBE Business Utilization Plan."**

## A. Full information must be provided.

**For contract participation commitment**, at least one DVBE must be listed. DVBEs must perform a commercially useful function. List the specific goods and/or services with the dollar and/or percentage value(s) that the DVBE(s) commit(s) to provide and the DVBE's tier (prime contractor = 0, subcontractor to prime contractor = 1, subcontractor to Tier 1 subcontractor = 2, etc.). If both the estimated dollar amount and percentage are listed, the higher value supercedes. Attach additional pages to list all other DVBE subcontractors/suppliers (you may use STD 840A). During contract performance, all requests for substituting named DVBEs must be made in accordance with the provisions of California Code of Regulations, Title 2, Section 1896.64(c).

**For Good Faith Effort (GFE)**, use this section to document your first completed contacts with (Step 4), and consideration of (Step 5), relevant DVBEs. Business reasons for non-selection must be documented. Attach additional pages to list all other DVBE contacts (you may use STD 840A). Copies of all written invitations and delivery confirmations must also be attached and submitted with the bid.

BOTH SECTIONS MUST BE COMPLETED FOR GOOD FAITH EFFORT	AT LEAST ONE DVBE MUST BE NAMED FOR PARTICIPATION	Date Contacted / /	DVBE Company Name (If you are the Prime and a DVBE enter your name, otherwise enter the solicited subcontractor.)		
		DVBE Contact Name & Reference #	Telephone Number ( )	Fax Number ( )	E-mail (if available)
		Street Address, City, State and Zip Code			
		<input type="checkbox"/> <b>Yes, I am, or I will subcontract with, the listed DVBE to provide the following goods and/or services:</b>			
		Specific Goods and/or Services		Estimated \$ and/or % \$ / %	Tier
		OR	<input type="checkbox"/> <b>No, I am unable to subcontract with the DVBE for the following business reasons:</b>		
		Date Contacted / /	DVBE Company Name		
		DVBE Contact Name	Telephone Number ( )	Fax Number ( )	E-mail (if available)
		Street Address, City, State and Zip Code			
OR	<input type="checkbox"/> <b>Yes, I will subcontract with the listed DVBE to provide the following goods and/or services:</b>				
	Specific Goods and/or Services		Estimated \$ and/or % \$ / %	Tier	
	<input type="checkbox"/> <b>No, I am unable to subcontract with the DVBE for the following business reasons:</b>				

**ATTACH ADDITIONAL PAGES (OR USE STD 840A) TO LIST ALL OTHER DVBE CONTACTS**

Go to Side 2, Section B to continue Good Faith Effort documentation ⇨

**ADDITIONAL DISABLED VETERAN BUSINESS ENTERPRISE CONTACTS**

STD 840A (EST. 4-1-2003)

- B. Documentation of Good Faith Effort Steps 1, 2 and 3**—Remember to carefully read all instructions prior to completing this form. Please refer to the Resources & Information page for detailed contact information and a sample advertisement format.

**STEP 1. Contact the Awarding Department** (the contracting official, unless another contact is specified) to identify potential DVBE subcontractors/suppliers, **and document this contact as required.**

Date / /	Contact Name	Telephone Number ( )
Describe Result		

**STEP 2. Contact all of the following and document your contacts as required:** Other state and federal agencies and local organizations to identify potential DVBE subcontractors/suppliers.

**Other State Agency** – Procurement Division, Office of Small Business and DVBE Certification (Certification Office)

PHONE CONTACT <b>OR</b> ONLINE SEARCH	Date / /	Telephone Number <b>(916) 322-5060</b> <b>(916) 375-4940</b>	Contact Name	<input type="checkbox"/> <i>I contacted the Certification Office for a list of California certified DVBEs.</i>
	Date / /	Internet Address <b><a href="http://www.pd.dgs.ca.gov/smbus">http://www.pd.dgs.ca.gov/smbus</a></b>		<input type="checkbox"/> <i>I searched the Certification Office's online database to identify California certified DVBEs.</i>
Describe Result				

**Federal Agency** – U.S. Small Business Administration (SBA) online database

Date / /	Internet Address <b><a href="http://www.pro-net.sba.gov">http://www.pro-net.sba.gov</a></b>	<input type="checkbox"/> <i>I searched the federal online database for California DVBEs.</i>
Describe Result		

**Local DVBE Organizations** – Contact at least one local DVBE organization—refer to the DVBE Resource Packet for a list of acceptable contacts. (**<http://www.pd.dgs.ca.gov/smbus>** - select “DVBE Resource Packet” )

Date / /	Organization Name	Contact Name	Telephone Number and/or Internet Address ( ) <a href="http://www.">http://www.</a>
Describe Result			

Date / /	Organization Name	Contact Name	Telephone Number and/or Internet Address ( ) <a href="http://www.">http://www.</a>
Describe Result			

**STEP 3. Publish advertisements:** Two (2) advertisements: One (1) ad in an accepted trade paper; and one (1) ad in an accepted DVBE focus paper (please see the DVBE Resource Packet for a list of all accepted publications); unless the paper is dual purpose (fulfilling both trade and focus requirements), in which case one (1) ad is acceptable. **Document this step as required and remember to attach a copy of your advertisement(s).**

<b>Focus Paper Name</b> (list full name)		Contact Name	Telephone Number ( )
Address		Date Ad Published / /	
<b>Trade Paper Name</b> (list full name)		Contact Name	Telephone Number ( )
Address		Date Ad Published / /	
<input type="checkbox"/> <i>I certify the ad was placed to reach both trade and focus audiences through this one publication.</i>			
<b>Trade and Focus Paper Name</b> (list full name)		Contact Name	Telephone Number ( )
Address		Date Ad Published / /	

**ADDITIONAL DISABLED VETERAN BUSINESS ENTERPRISE CONTACTS**

STD 840A (EST. 4-1-2003)

***This document may be used as a continuation from Section A, STD 840 (REV. 4-1-2003)***

Date Contacted / /	DVBE Company Name		
DVBE Contact Name	Telephone Number ( )	Fax Number ( )	E-mail (if available)
Street Address, City, State and Zip Code			

OR	<input type="checkbox"/> <b>Yes, I will subcontract with the listed DVBE to provide the following goods and/or services:</b>		
	Specific Goods and/or Services	Estimated \$ and/or % \$ / %	Tier
	<input type="checkbox"/> <b>No, I am unable to subcontract with the DVBE for the following business reasons:</b>		

Date Contacted / /	DVBE Company Name		
DVBE Contact Name	Telephone Number ( )	Fax Number ( )	E-mail (if available)
Street Address, City, State and Zip Code			

OR	<input type="checkbox"/> <b>Yes, I will subcontract with the listed DVBE to provide the following goods and/or services:</b>		
	Specific Goods and/or Services	Estimated \$ and/or % \$ / %	Tier
	<input type="checkbox"/> <b>No, I am unable to subcontract with the DVBE for the following business reasons:</b>		

Date Contacted / /	DVBE Company Name		
DVBE Contact Name	Telephone Number ( )	Fax Number ( )	E-mail (if available)
Street Address, City, State and Zip Code			

OR	<input type="checkbox"/> <b>Yes, I will subcontract with the listed DVBE to provide the following goods and/or services:</b>		
	Specific Goods and/or Services	Estimated \$ and/or % \$ / %	Tier
	<input type="checkbox"/> <b>No, I am unable to subcontract with the DVBE for the following business reasons:</b>		

Date Contacted / /	DVBE Company Name		
DVBE Contact Name	Telephone Number ( )	Fax Number ( )	E-mail (if available)
Street Address, City, State and Zip Code			

OR	<input type="checkbox"/> <b>Yes, I will subcontract with the listed DVBE to provide the following goods and/or services:</b>		
	Specific Goods and/or Services	Estimated \$ and/or % \$ / %	Tier
	<input type="checkbox"/> <b>No, I am unable to subcontract with the DVBE for the following business reasons:</b>		

**ADDITIONAL DISABLED VETERAN BUSINESS ENTERPRISE CONTACTS**

STD 840A (EST. 4-1-2003) (REVERSE)

Date Contacted / /	DVBE Company Name		
DVBE Contact Name	Telephone Number ( )	Fax Number ( )	E-mail (if available)
Street Address, City, State and Zip Code			

OR	<input type="checkbox"/> <b>Yes, I will subcontract with the listed DVBE to provide the following goods and/or services:</b>		
	Specific Goods and/or Services	Estimated \$ and/or % \$ / %	Tier
	<input type="checkbox"/> <b>No, I am unable to subcontract with the DVBE for the following business reasons:</b>		

Date Contacted / /	DVBE Company Name		
DVBE Contact Name	Telephone Number ( )	Fax Number ( )	E-mail (if available)
Street Address, City, State and Zip Code			

OR	<input type="checkbox"/> <b>Yes, I will subcontract with the listed DVBE to provide the following goods and/or services:</b>		
	Specific Goods and/or Services	Estimated \$ and/or % \$ / %	Tier
	<input type="checkbox"/> <b>No, I am unable to subcontract with the DVBE for the following business reasons:</b>		

Date Contacted / /	DVBE Company Name		
DVBE Contact Name	Telephone Number ( )	Fax Number ( )	E-mail (if available)
Street Address, City, State and Zip Code			

OR	<input type="checkbox"/> <b>Yes, I will subcontract with the listed DVBE to provide the following goods and/or services:</b>		
	Specific Goods and/or Services	Estimated \$ and/or % \$ / %	Tier
	<input type="checkbox"/> <b>No, I am unable to subcontract with the DVBE for the following business reasons:</b>		

Date Contacted / /	DVBE Company Name		
DVBE Contact Name	Telephone Number ( )	Fax Number ( )	E-mail (if available)
Street Address, City, State and Zip Code			

OR	<input type="checkbox"/> <b>Yes, I will subcontract with the listed DVBE to provide the following goods and/or services:</b>		
	Specific Goods and/or Services	Estimated \$ and/or % \$ / %	Tier
	<input type="checkbox"/> <b>No, I am unable to subcontract with the DVBE for the following business reasons:</b>		

# DVBE Program Requirements Supplier Checklist (REV. 4-1-2003)

Please do not submit this checklist with your bid. It is provided for your use only. Checking every box of your elected compliance option does not guarantee that your bid will be evaluated compliant.

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## ☐ **OPTION A: COMMITMENT TO DVBE CONTRACT PARTICIPATION**

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- ☐ STD 840 included with bid
- ☐ DVBE Written Agreement
- ☐ Designated the Commitment Option – Checked the first box
- ☐ Listed at least one California certified DVBE subcontractor
- ☐ Checked the box(es) for “Yes ...”
- ☐ Listed specific goods and/or services DVBE(s) agrees to provide
- ☐ Proposed DVBE contract performance is a “commercially useful function” relevant to the contract
- ☐ Listed the estimated dollar amount and/or percentage of contract for the DVBE’s participation
- ☐ Proposed DVBE participation meets the 3% requirement (unless a different percentage is specified)
- ☐ Attached a copy of the DVBE’s certification letter from the Department of General Services

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## ☐ **OPTION B: GOOD FAITH EFFORT (GFE)**

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- ☐ STD 840 included with bid
- ☐ Designated the GFE Option – Checked the second box
- ☐ (Step 4) Listed all DVBEs contacted and invited to perform on the proposed contract
- ☐ Confirmed that listed DVBEs are California certified
- ☐ Attached copies of the invitations sent to the listed DVBEs
- ☐ Invitations included the required contact information
- ☐ Attached copies of the delivery confirmations for invitations to DVBEs (e.g. mail receipts, fax confirmations, etc.)
- ☐ (Step 5) Checked the “No” boxes and listed the business reasons for non-selection of DVBEs contacted
- ☐ (Step 1) Contacted the Awarding Department and listed contact and results
- ☐ (Step 2) Contacted Other State agency (Office of Small Business and DVBE Certification) and listed the contact and results
- ☐ (Step 2) Searched the Federal Pro-net internet database and noted the results
- ☐ (Step 2) Contacted Local DVBE Organization(s) and listed the contact and results
- ☐ (Step 3) Advertised – IF NOT WAIVED
  - Listed full information for the advertisement(s) and publication(s)  
[2 ads in one trade and in one DVBE focus publication; **OR** 1 ad in one dual-purpose publication]
- ☐ Attached a copy of the advertisement(s)
- ☐ The advertisement(s) were published at least 7 days prior to the bid due date
- ☐ The advertisement(s) included my required contact information

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## ☐ **OPTION C: BUSINESS UTILIZATION PLAN (BUP)**

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- ☐ **Prior to the bid due date** -- Submitted a BUP to DGS-PD and received approval
- ☐ STD 840 included with bid
- ☐ Designated the BUP Option – Checked the third box
- ☐ Attached a copy of the BUP Approval letter from DGS-PD



STANDARD  
FORM (SF)  
**254**

**Architect-Engineer  
and Related Services  
Questionnaire**

Form Approved  
OMB No. 9000-0004

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition and Regulatory Policy, GSA, Washington, D.C. 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0004), Washington, D.C. 20503.

**Purpose:**

The policy of the Federal Government in acquiring architectural, engineering, and related professional services is to encourage firms lawfully engaged in the practice of those professions to submit annually a statement of qualifications and performance data. Standard Form 254, "Architect-Engineer and Related Services Questionnaire," is provided for that purpose. Interested A-E firms (including new, small, and/or minority firms) should complete and file SF 254's with each Federal agency and with appropriate regional or district offices for which the A-E is Qualified to perform services. The agency head for each proposed project shall evaluate these qualification resumes, together with any other performance data on file or requested by the agency, in relation to the proposed project. The SF 254 may be used as a basis for selecting firms for discussions, or for screening firms preliminary to inviting submission of additional information.

**Definitions:**

**"Architect-Engineer Services"** are defined in Part 36 of the Federal Acquisition Regulation.

**"Parent Company"** is that firm, company, corporation, association or conglomerate which is the major stockholder or highest tier owner of the firm completing this questionnaire, i.e., Firm A is owned by Firm B which is, in turn, a subsidiary of Corporation C. The "parent company" of Firm A is Corporation C.

**"Principals"** are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate offices, associates, administrators, etc.

**"Discipline"** as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

**"Joint Venture"** is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

**"Consultant,"** as used in this questionnaire, is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.

**"Prime"** refers to that firm which may be coordinating the concerted and complementary inputs of several firms, individuals or related services to produce a completed study or facility. The "prime" would normally be regarded as having full responsibility and liability for quality of performance by itself as well as by subcontractor professionals under its jurisdiction.

**"Branch Office"** is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state laws. "Branch offices" are normally subject to the management decisions, bookkeeping, and policies of the main office.

**Instructions of Filing** (Numbers below correspond to numbers contained in form):

1. Type accurate and complete name of submitting firm, its address, and zip code.
  - 1a. Indicate whether form is being submitted in behalf of a parent firm or a branch office. (Branch office submissions should list only personnel in, and experience of, that office.)
2. Provide date the firm was established under the name shown in question 1.
3. Show date on which form is prepared. All information submitted shall be current and accurate as of this date.
4. Enter type of ownership, or legal structure, of firm (sole proprietor, partnership, corporation, joint venture, etc.).

Check appropriate boxes indicating if firm is (a) a small business concern; (b) a small business concern owned and operated by socially and economically disadvantaged individuals; and (c) Woman-owned (See 48 CFR 19.101 and 52.219-9).
5. Branches of subsidiaries of large or parent companies, or conglomerates, should insert name and address of highest-tier owner.
  - 5a. If present firm is the successor to, or outgrowth of, one or more predecessor firms, show name(s) of former entity(ies) and the year(s) of their original establishment.
6. List not more than two principals from submitting firm who may be contacted by the agency receiving this form. (Different principals may be listed on forms going to another agency.) Listed principals must be empowered to speak for the firm on policy and contractual matters.
7. Beginning with the submitting office, list name, location, total number of personnel, and telephone numbers for all associated or branch offices, (including any headquarters or foreign offices) which provide A-E and related services.
  - 7a. Show total personnel in all offices. (Should be sum of all personnel, all branches.)
8. Show total number of employees, by discipline, in submitting office. (\*If form is being submitted by main or headquarters office, form should list total employees, by discipline, in all offices.) While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines -- sociologists, biologists, etc. -- and number of people in each, in blank spaces.

STANDARD  
FORM (SF)  
**254**

**Architect-Engineer  
and Related Services  
Questionnaire**

9. Using chart (below) insert appropriate index number to indicate range of professional services fees received by submitting firm each calendar year for last five years, most recent year first. Fee summaries should be broken down to reflect the fees received each year for (a) work performed directly for the Federal Government (not including grant and loan projects) or as a sub to other professionals performing work directly for the Federal Government; (b) all other domestic work, U.S. and possessions, including Federally-assisted projects, and (c) all other foreign work.

**Ranges of Professional Services Fees**

INDEX	INDEX
1. Less than \$100,000	5. \$1 million to \$2 million
2. \$100,000 to \$250,000	6. \$2 million to \$5 million
3. \$250,000 to \$500,000	7. \$5 million to \$10 million
4. \$500,000 to \$1 million	8. \$10 million or greater

10. Select and enter, in numerical sequence, **not more than thirty** (30) "Experience Profile Code" numbers from the listing (next page) which most accurately reflect submitting firm's demonstrated technical capabilities and project experience. **Carefully review list.** (It is recognized some profile codes may be part of other services or projects contained on list; firms are encouraged to select profile codes which best indicate type and scope of services provided on past projects.) For each code number, show total number of projects and gross fees (in thousands) received for profile projects performed by firm during past few years. If firm has on or more capabilities not included on list, insert same in blank spaces at end of list and show numbers in question 10 on the form. In such cases, the filled-in listing **must** accompany the complete SF 254 when submitted to the Federal agencies.

11. Using the "Experience Profile Code" numbers in the same sequence as entered in item 10, give details of at least one recent (within last five years) representative project for each code number, up to a **maximum** of thirty (30) separate projects, or portions of projects, for which firm was responsible. (Project examples may be used more than once to illustrate different services rendered on the same job. Example: a dining hall may be part of an auditorium or educational facility.) Firms which select less than thirty "profile codes" may list two or more project examples (to illustrate specialization) for each code number so long as total of all project examples does not exceed thirty (30). After each code number in question 11, show: (a) whether firm was "P," the prime professional, or "C," a consultant, or "JV," part of a joint venture on that particular project (new firms, in existence less than five (5) years may use the symbol "IE" to indicate "Individual Experience" as opposed to firm experience); (b) provide name and location of the specific project which typifies firm's (or individual's) performance under that code category; (c) give name and address of the owner

of that project (if government agency indicate responsible office); (d) show the estimated construction cost (or other applicable cost) for that portion of the project for which the firm was primarily responsible. (Where no construction was involved, show approximate cost of firm's work); and (e) state year work on that particular project was, or will be, completed.

12. The completed SF 254 should be signed by a principal of the firm, preferably the chief executive officer.

13. Additional data, brochures, photos, etc. should not accompany this form unless specifically requested.

**NEW FIRMS** (not reorganized or recently-amalgamated firms) are eligible and encouraged to seek work from the Federal Government in connection with performance of projects for which they are qualified. Such firms are encouraged to complete and submit Standard Form 254 to appropriate agencies. Questions on the form dealing with personnel or experience may be answered by citing experience and capabilities of individuals in the firm, based on performance and responsibility while in the employee of others. In so doing, notation of this fact should be made on the form. In question 9, write in "N/A" to indicate "not applicable" for those years prior to firm's organization.

Experience Profile Code Numbers  
for use with questions 10 and 11

001	Acoustics; Noise Abatement	041	Graphic Design	085	Product, Machine & Equipment Design
002	Aerial photogrammetry	042	Harbors; Jetties; Piers, Ship Terminal Facilities	086	Radar; Sonar; Radio & Radar Telescopes
003	Agricultural Development; Grain Storage; Farm Mechanization	043	Heating; Ventilating; Air Conditioning	087	Railroad; Rapid Transit
004	Air Pollution Control	044	Health Systems Planning	088	Recreation Facilities ( <i>Parks, Marinas, Etc.</i> )
005	Airports; Navais; Airport Lighting; Aircraft Fueling	045	Highrise; Air-Rights-Type Buildings	089	Rehabilitation ( <i>Buildings; Structures; Facilities</i> )
006	Airports; Terminals & Hangars; Freight Handling	046	Highways; Streets; Airfield Paving Parking Lots	090	Resource Recover; Recycling
007	Arctic Facilities	047	Historical Preservation	091	Radio Frequency Systems &Shieldings
008	Auditoriums & Theatres	048	Hospital & Medical Facilities	092	Rivers; Canals; Waterways; Flood Control
009	Automation; Controls; Instrumentation	049	Hotels; Models	093	Safety Engineering; Accident Studies; OSHA Studies
010	Barracks; Dormitories	050	Housing ( <i>Residential, Multi-Family; Apartments; Condominiums</i> )	094	Security Systems; Intruder & Smoke Detection
011	Bridges	051	Hydraulics & Pneumatics	095	Seismic Designs & Studies
012	Cemeteries ( <i>Planning &amp; Relocation</i> )	052	Industrial Buildings; Manufacturing Plants	096	Sewage Collection, Treatment and Disposal
013	Chemical Processing & Storage	053	Industrial Processes; Quality Control	097	Soils & Geologic Studies; Foundations
014	Churches; Chapels	054	Industrial Waste Treatment	098	Solar Energy Utilization
015	Codes; Standards; Ordinances	055	Interior Design; Space Planning	099	Solid Wastes; Incineration; Land Fill
016	Cold Storage; Refrigeration; Fast Freeze	056	Irrigation; Drainage	100	Special Environments; Clean Rooms, Etc.
017	Commercial Building ( <i>low rise</i> ); Shopping Centers	057	Judicial and Courtroom facilities	101	Structural Design; Special Structures
018	Communication Systems; TV; Microwave	058	Laboratories; Medical Research Facilities	102	Surveying;; Platting; Mapping; Flood Plain Studies
019	Computer Facilities; Computer Service	059	Landscape Architecture	103	Swimming Pools
020	Conservation and Resource Management	060	Libraries; Museums; Galleries	104	Storm Water Handling & Facilities
021	Construction Management	061	Lighting ( <i>Interiors; Display; Theatre, Etc.</i> )	105	Telephone Systems ( <i>Rural; Mobile; Intercom, Etc.</i> )
022	Corrosion Control; Cathodic Protection; Electrolysis	062	Lighting ( <i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i> )	106	Testing Inspection Services
023	Cost Estimating	063	Materials handling Systems; Conveyors; Sorters	107	Traffic & Transportation Engineering
024	Dams ( <i>Concrete:Arch</i> )	064	Metallurgy	108	Towers ( <i>Self-Supporting &amp; Guyed Systems</i> )
025	Dams ( <i>Earth; Rock</i> ); Dikes; Levees	065	Microclimatology; Tropical Engineering	109	Tunnels & Subways
026	Desalinization ( <i>Process &amp; Facilities</i> )	066	Military Design Standards	110	Urban Renewals; Community Development
027	Dining Halls; Clubs; Restaurants	067	Mining & Mineralogy	111	Utilities ( <i>Gas &amp; Steam</i> )
028	Ecological & Archeological Investigations	068	Missile Facilities ( <i>Silos; Fuels; Transport</i> )	112	Value Analysis; Life-Cycle Costing
029	Educational Facilities; Classrooms	069	Modular Systems Design; Pre-Fabricated Structures or Components	113	Warehouses & Depots
030	Electronics	070	Naval Architecture; Off-Shore Platforms	114	Water Resources; Hydrology; Ground Water
031	Elevators; Escalators; People-Movers	071	Nuclear Facilities; Nuclear Shielding	115	Water Supply; Treatment and Distribution
032	Energy Conservation; New Energy Sources	072	Office Building; Industrial Parks	116	Wind Tunnels; Research/Testing Facilities Design
033	Environmental Impact Studies, Assessments or Statements	073	Oceanographic Engineering	117	Zoning; Land Use Studies
034	Fallout Shelters; Blast-Resistant Design	074	Ordnance; Munitions; Special Weapons	201	
035	Field Houses; Gyms; Stadiums	075	Petroleum Exploration; Refining	202	
036	Fire Protection	076	Petroleum and Fuel ( <i>Storage and Distribution</i> )	203	
037	Fisheries; Fish Ladders	077	Pipelines ( <i>Cross-Country - Liquid &amp; Gas</i> )	204	
038	Forestry & Forest Products	078	Planning ( <i>Community, Regional Areawide and State</i> )	205	
039	Garages; Vehicle Maintenance Facilities	079	Planning ( <i>Site, Installation, and Project</i> )		
040	Gas Systems ( <i>Propane; Natural, Etc.</i> )	080	Plumbing & Piping Design		
		081	Pneumatic Structures, Air-Support Buildings		
		082	Postal Facilities		
		083	Power Generation, Transmission. Distribution		
		084	Prisons & Correctional Facilities		

<b>STANDARD FORM (SF) 254</b> Architect-Engineer and Related Services Questionnaire	1. Firm Name/Business Address:					2. Year Present Firm Established		3. Date Prepared:																																	
	1a. Submittal is for <input type="checkbox"/> Parent Company <input type="checkbox"/> Branch or Subsidiary Office					4. Specify type of ownership and check below, if applicable.																																			
						<input type="checkbox"/> A. Small Business																																			
						<input type="checkbox"/> B. Small Disadvantaged Business																																			
5. Name of Parent Company, if any:					5a. Former Parent Company Name(s), if any, and Year(s) Established:																																				
6. Names of not more than Two Principals to Contact: Title/Telephone 1) 2)																																									
7. Present Offices: City / State / Telephone / No. Personnel Each Office						7a. Total Personnel _____																																			
8. Personnel by Discipline: (List each person only once, by primary function.) <table style="width: 100%; border: none;"> <tr> <td>_____ Administrative</td> <td>_____ Electrical Engineers</td> <td>_____ Oceanographers</td> <td>_____</td> </tr> <tr> <td>_____ Architects</td> <td>_____ Estimators</td> <td>_____ Planners: Urban/Regional</td> <td>_____</td> </tr> <tr> <td>_____ Chemical Engineers</td> <td>_____ Geologist</td> <td>_____ Sanitary Engineers</td> <td>_____</td> </tr> <tr> <td>_____ Civil Engineers</td> <td>_____ Hydrologists</td> <td>_____ Soils Engineers</td> <td>_____</td> </tr> <tr> <td>_____ Construction Inspectors</td> <td>_____ Interior Designers</td> <td>_____ Specification Writers</td> <td>_____</td> </tr> <tr> <td>_____ Draftsmen</td> <td>_____ Landscape Architects</td> <td>_____ Structural Engineers</td> <td>_____</td> </tr> <tr> <td>_____ Ecologists</td> <td>_____ Mechanical Engineers</td> <td>_____ Surveyors</td> <td>_____</td> </tr> <tr> <td>_____ Economists</td> <td>_____ Mining Engineers</td> <td>_____ Transportation Engineers</td> <td>_____</td> </tr> </table>										_____ Administrative	_____ Electrical Engineers	_____ Oceanographers	_____	_____ Architects	_____ Estimators	_____ Planners: Urban/Regional	_____	_____ Chemical Engineers	_____ Geologist	_____ Sanitary Engineers	_____	_____ Civil Engineers	_____ Hydrologists	_____ Soils Engineers	_____	_____ Construction Inspectors	_____ Interior Designers	_____ Specification Writers	_____	_____ Draftsmen	_____ Landscape Architects	_____ Structural Engineers	_____	_____ Ecologists	_____ Mechanical Engineers	_____ Surveyors	_____	_____ Economists	_____ Mining Engineers	_____ Transportation Engineers	_____
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9. Summary of Professional Services Fees Received: (Insert index number) <table style="width: 100%; border: none; margin-top: 10px;"> <thead> <tr> <th></th> <th colspan="5" style="text-align: center;">Last 5 Years (most recent year first)</th> </tr> <tr> <th></th> <th style="text-align: center;">19</th> <th style="text-align: center;">19</th> <th style="text-align: center;">19</th> <th style="text-align: center;">19</th> <th style="text-align: center;">19</th> </tr> </thead> <tbody> <tr> <td>Direct Federal contract work, including overseas</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>All other domestic work</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>All other foreign work*</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>							Last 5 Years (most recent year first)						19	19	19	19	19	Direct Federal contract work, including overseas	_____	_____	_____	_____	_____	All other domestic work	_____	_____	_____	_____	_____	All other foreign work*	_____	_____	_____	_____	_____	Ranges of Professional Services Fees INDEX 1. Less than \$100,000 2. \$100,000 to \$250,000 3. \$250,000 to 500,000 4. \$500,000 to \$1 million 5. \$1 million to \$2 million 6. \$2 million to \$5 million 7. \$5 million to \$10 million 8. \$10 million or greater					
	Last 5 Years (most recent year first)																																								
	19	19	19	19	19																																				
Direct Federal contract work, including overseas	_____	_____	_____	_____	_____																																				
All other domestic work	_____	_____	_____	_____	_____																																				
All other foreign work*	_____	_____	_____	_____	_____																																				
*Firms interested in foreign work, but without such experience, check here: <input type="checkbox"/>																																									

Profile of Firm's Project Experience, Last 5 Years								
Profile	Number of	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)
1)			11)			21)		
2)			12)			22)		
3)			13)			23)		
4)			14)			24)		
5)			15)			25)		
6)			16)			26)		
7)			17)			27)		
8)			18)			28)		
9)			19)			29)		
10)			20)			30)		

11. Project examples, Last 5 Years					
Profile Code	"P," "C," "JV," or "IE"	Project Name and Location	Owner Name and Address	Cost of Work (in thousands)	Completion Date (Actual)
		1			
		2			
		3			
		4			
		5			
		6			
		7			

		8			
		9			
		10			
		11			
		12			
		13			
		14			
		15			
		16			
		17			
		18			
		19			

		20			
		21			
		22			
		23			
		24			
		25			
		26			
		27			
		28			
		29			
		30			

12. The foregoing is a statement of facts  _____ Typed Name and Title: _____	Date: _____
--	-------------

**Architect-Engineer  
and Related Services  
Questionnaire for  
Specific Project**

Form Approved  
OMB No. 9000-0005

Public reporting burden for this collection of information is estimated to average 1.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition and Regulatory Policy, GSA, Washington, D.C. 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0005), Washington, D.C. 20503.

**Purpose:**

This form is a supplement to the "Architect-Engineer and Related Services Questionnaire" (SF 254). Its purpose is to provide additional information regarding the qualifications of interested firms to undertake a specific Federal A-E project. Firms, or branch offices of firms, submitting this form should enclose (or already have on file with the appropriate office of the agency) a current (within the past year) and accurate copy of the SF 254 for that office.

The procurement official responsible for each proposed project may request submission of the SF 255 "Architect-Engineer and Related Services Questionnaire for Specific Project" in accord with applicable civilian and military procurement regulations and shall evaluate such submissions, as well as related information contained on the Standard Form 254, and any other performance data on file with the agency, and shall select firms for subsequent discussions leading to contract award in conformance with Public Law 92-582. This form should only be filed by an architect-engineer or related services firm when requested to do so by the agency or by a public announcements. Responses should be as complete and accurate as possible, contain data relative to the specific project for which you wish to be considered, and should be provided, by the required due date, to the office specified in the request or public announcement.

This form will be used only for the specified project. Do not refer to this submittal in response to other requests or public announcements.

**Definitions:**

"**Architect-Engineer Services**" are defined in Part 36 of the Federal Acquisition Regulation.

"**Principals**" are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

"**Discipline**," as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

"**Joint Venture**" is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

"**Key Persons, Specialists, and Individual Consultants**," as used in this questionnaire, refer to individuals who will have major project responsibility or will provide unusual or unique capabilities for the project under consideration.

**Instructions for Filing** (Numbers below correspond to numbers contained in form):

1. Give name and location of the project for which this form is being submitted.
2. Provide appropriated data from the Commerce Business Daily (CBD) identifying the particular project for which this form is being filed.
  - 2a. Give the date of the Commerce Business Daily in which the project announcement appeared, or indicate "not applicable" (N/A) if the source of the announcement is other than the CBD.
  - 2b. Indicate Agency identification or contract number as provided in the CBD announcement
3. Show name and address of the individual or firm (or joint venture) which is submitting this form for the project.
  - 3a. List the name, title, and telephone number of that principal who will serve as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters and should be familiar with the programs and procedures of the agency to which this form is directed.
  - 3b. Give the address of the specific office which will have responsibility for performing the announced work.
4. Insert the number of consultant personnel by discipline proposed for subject project on line (A). Insert the number of in-house personnel by discipline proposed for subject project on line (B). While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines -- sociologists, biologists, etc. -- and number of people in each, in blank spaces.
5. Answer only if this form is being submitted by a joint venture of two or more collaborating firms. Show the names and addresses of all individuals or organizations excepted to be included as part of the joint venture and describe their particular areas of anticipated responsibility (ie., technical disciplines, administration, financial, sociological, environment, etc.).
  - 5a. Indicate, by checking the appropriate box, whether this particular joint venture has worked together on other projects.

Each firm participating in the joint venture should have a Standard Form 254 on file with the contracting office receiving this form. Firms which do not have such forms on file should provide same immediately along with a notation at the top of page 1 of the form regarding their association with this joint venture submittal.



**Architect-Engineer  
and Related Services  
Questionnaire for  
Specific Project**

Standard Form 255  
General Services Administration  
Washington, D.C. 20405

6. If respondent is not a joint venture, but intends to use outside (as opposed to in-house or permanently and formally affiliated) consultants or associates, he should provide names and addresses of all such individuals or firms, as well as their particular areas of technical/professional expertise, as it relates to this project. Existence of previous working relationships should be noted. If more than eight outside consultants or associates are anticipated, attach an additional sheet containing requested information.

7. Regardless of whether respondent is a joint venture or an independent firm, provide brief resumes of key personnel expected to participate on this project. Care should be taken to limit resumes to only those personnel and specialists who will have major project responsibilities. Each resume must include: (a) name of each key person and specialist and his or her title, (b) the project assignment or role which that person will be expected to fulfill in connection with this project, (c) the name of the firm or organization, if any, with whom that individual is presently associated, (d) years of relevant experience with present firm and other firms, (e) the highest academic degree achieved and the discipline covered (if more than one highest degree, such as two Ph.D.'s, list both), the year received and the particular technical/professional discipline which that individual will bring to the project, (f) if registered as an architect, engineer, surveyor, etc., show only the field of registration and the year that such registration was first acquired. If registered in several states, do not list states, and (g) a synopsis of experience, training, or other qualities which reflect individual's potential contribution to this project. Include such data as: familiarity with Government or agency procedures, similar type of work performed in the past, management abilities, familiarity with the geographic area, relevant foreign language capabilities, etc. Please limit synopsis of experience to directly relevant information.

8. List up to ten projects which demonstrate the firm's or joint venture's competence to perform work similar to that likely to be required on this project. The more recent such projects, the better. Prime consideration will be given to projects which illustrate respondent's capability for performing work similar to that being sought. Required information must include: (a) name and location of project, (b) brief description of type and extent of services provided for each project (submissions by joint ventures should indicate which member of the joint venture was the prime on that particular project and what role it played), (c) name and address of the owner of that project (if Government agency, indicate responsible office), and name and phone number of individual to contact for reference (preferably the project manager), (d) completion date (actual when available, otherwise estimated), (e) total construction cost of completed project (or where no construction was involved, the approximate cost of your work) and that portion of the cost of the project for which the named firm was/is responsible.

9. List only those projects which the A-E firm or joint venture, or members of the joint venture, are currently performing under direct contract with an agency or department of the Federal Government. Exclude any grant or loan projects being financed by the Federal Government but being performed under contract to other non-Federal Government entities. Information provided under each heading is similar to that requested in the preceding Item 8, except for (d) "Percent Complete." Indicate in this item the percentage of A-E work completed upon filing this form.

10. Through narrative discussion, show reason why the firm or joint venture submitting this questionnaire believes it is especially qualified to undertake the project. Information provided should include, but not be limited to, such data as: specialized equipment available for this work, any awards or recognition received by a firm or individuals for similar work, required security clearances, special approaches or concepts developed by the firm relevant to this project, etc. Respondents may say anything they wish in support of their qualifications. When appropriate, respondents may supplement this proposal with graphic material and photographs which best demonstrate design capabilities of the team proposed for this project.

11. Completed forms should be signed by the chief executive officer of the joint venture (thereby attesting to the concurrence and commitment of all members of the joint venture), or by the architect-engineer principal responsible for the conduct of the work in the event it is awarded to the organization submitting this form. Joint ventures selected for subsequent discussions regarding this project must make available a statement of participation signed by a principal of each member of the joint venture. ALL INFORMATION CONTAINED IN THE FORM SHOULD BE CURRENT AND FACTUAL.

STANDARD  
FORM (SF)**255**Architect-Engineer  
and Related Services  
Questionnaire for

1. Project Name/Location for which Firm is Filing:

2a. Commerce Business  
Daily Announcement  
Date, if any:2b. Agency Identification  
Number, if any:

3. Firm (or Joint-Venture) Name &amp; Address

3a. Name, Title &amp; Telephone Number of Principal to Contact

3b. Address of office to perform work, if different from Item 3

4. Personnel by Discipline: (List each person only once, by primary function.) Enter proposed consultant personnel to be utilized on this project on line (A) and in-house personnel on line (B).

(A) _____	(B) _____	Administrative	(A) _____	(B) _____	Electrical Engineers	(A) _____	(B) _____	Oceanographers	(A) _____	(B) _____	_____
(A) _____	(B) _____	Architects	(A) _____	(B) _____	Estimators	(A) _____	(B) _____	Planners: Urban/Regional	(A) _____	(B) _____	_____
(A) _____	(B) _____	Chemical Engineers	(A) _____	(B) _____	Geologists	(A) _____	(B) _____	Sanitary Engineers	(A) _____	(B) _____	_____
(A) _____	(B) _____	Civil Engineers	(A) _____	(B) _____	Hydrologists	(A) _____	(B) _____	Soils Engineers	(A) _____	(B) _____	_____
(A) _____	(B) _____	Construction Inspectors	(A) _____	(B) _____	Interior Designers	(A) _____	(B) _____	Specification Writers	(A) _____	(B) _____	_____
(A) _____	(B) _____	Draftsmen	(A) _____	(B) _____	Landscape Architects	(A) _____	(B) _____	Structural Engineers	(A) _____	(B) _____	_____
(A) _____	(B) _____	Ecologists	(A) _____	(B) _____	Mechanical Engineers	(A) _____	(B) _____	Surveyors	(A) _____	(B) _____	_____
(A) _____	(B) _____	Economists	(A) _____	(B) _____	Mining Engineers	(A) _____	(B) _____	Transportation Engineers	(A) _____	(B) _____	_____
											Total Personnel

5. If submittal is by JOINT-VENTURE list participating firms and outline specific areas of responsibility (including administrative, technical and financial) for each firm: (Attach SF 254 for each if not on file with Procuring Office.)

5a. Has this Joint-Venture previously worked together? ☐ Yes ☐ No

6. If respondent is not a joint-venture, list outside key Consultants/Associates anticipated for this project (Attach SF 254 for Consultants/Associates listed, if not already on file with the Contracting Office).

Name & Address	Specialty	Worked with Prime before (Yes or No)
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.	
a. Name & Title:	a. Name & Title:
b. Project Assignment:	b. Project Assignment:
c. Name of Firm with which associated:	c. Name of Firm with which associated:
d. Years experience: With this Firm_____ With Other Firms _____	d. Years experience: With this Firm_____ With Other Firms _____
e. Education: Degree(s)/Year/Specialization	e. Education: Degree(s)/Year/Specialization
f. Active Registration: Year First Registered/Discipline	f. Active Registration: Year First Registered/Discipline
g. Other Experience and Qualifications relevant to the proposed project:	g. Other Experience and Qualifications relevant to the proposed project:

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.	
a. Name & Title:	a. Name & Title:
b. Project Assignment:	b. Project Assignment:
c. Name of Firm with which associated:	c. Name of Firm with which associated:
d. Years experience: With this Firm_____ With Other Firms _____	d. Years experience: With this Firm_____ With Other Firms _____
e. Education: Degree(s)/Year/Specialization	e. Education: Degree(s)/Year/Specialization
f. Active Registration: Year First Registered/Discipline	f. Active Registration: Year First Registered/Discipline
g. Other Experience and Qualifications relevant to the proposed project:	g. Other Experience and Qualifications relevant to the proposed project:

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.

a. Name & Title:

a. Name & Title:

b. Project Assignment:

b. Project Assignment:

c. Name of Firm with which associated:

c. Name of Firm with which associated:

d. Years experience: With this Firm\_\_\_\_\_ With Other Firms \_\_\_\_\_

d. Years experience: With this Firm\_\_\_\_\_ With Other Firms \_\_\_\_\_

e. Education: Degree(s)/Year/Specialization

e. Education: Degree(s)/Year/Specialization

f. Active Registration: Year First Registered/Discipline

f. Active Registration: Year First Registered/Discipline

g. Other Experience and Qualifications relevant to the proposed project:

g. Other Experience and Qualifications relevant to the proposed project:

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.

a. Name & Title:

a. Name & Title:

b. Project Assignment:

b. Project Assignment:

c. Name of Firm with which associated:

c. Name of Firm with which associated:

d. Years experience: With this Firm\_\_\_\_\_ With Other Firms \_\_\_\_\_

d. Years experience: With this Firm\_\_\_\_\_ With Other Firms \_\_\_\_\_

e. Education: Degree(s)/Year/Specialization

e. Education: Degree(s)/Year/Specialization

f. Active Registration: Year First Registered/Discipline

f. Active Registration: Year First Registered/Discipline

g. Other Experience and Qualifications relevant to the proposed project:

g. Other Experience and Qualifications relevant to the proposed project:

8. Work by firms or joint-venture members which best illustrates current qualifications relevant to this project (list not more than 10 projects).

a. Project Name & Location	b. Nature of Firm's Responsibility	c. Project Owner's Name& Address and Project Manager's Name & Phone Number	d. Completion Date (actual or estimated)	e. Estimated Cost (in Thousands)	
				Entire Project	Work for Which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					
(9)					
(10)					



9. All work by firms or joint-venture members currently being performed directly for Federal agencies.

a. Project Name & Location	b. Nature of Firm's Responsibility	c. Agency (Responsible Office) Name and Address and Project Manager's Name & Phone Number	d. Percent Complete	e. Estimated Cost (in Thousands)	
				Entire Project	Work for Which Firm Is Responsible

10. Use this space to provide any additional information or description of resources (including any computer design capabilities) supporting your firm's qualifications for the proposed project

11. The foregoing is a statement of facts.

Signature: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

AGREEMENT NUMBER

XXXXXXXXXX

REGISTRATION NUMBER

**SAMPLE SUBJECT TO CHANGE AT STATE'S DISCRETION**

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Division of State Architect

CONTRACTOR'S NAME

2. The term of this Agreement is: Performance to continue for two (2) years from date of final approval by DGS- Legal Services Office

3. The maximum amount of this Agreement is: \$ 300,000.00  
THREE HUNDRED THOUSAND AND 00/100s DOLLARS

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement: Pursuant to the provisions of the California Government Code sections 4525 et seq., and California Code of Regulations, Title 21, sections 1301 et seq., the State engages the Contractor to perform Professional Architectural Services for the State, on an as needed basis.

Exhibit A – Scope of Work 2 page(s)

Exhibit B – Budget Detail and Payment Provisions 1 page

Exhibit C\* – General Terms and Conditions GTC 103 1/03

Check mark one item below as Exhibit D:

☐  
☐

Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)

5 page(s)

Exhibit - D\* Special Terms and Conditions

Items shown with an Asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.  
These documents can be viewed at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language)

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

**CONTRACTOR**

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

BY (Authorized Signature)



DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

**STATE OF CALIFORNIA**

AGENCY NAME

Division of State Architect

BY (Authorized Signature)



DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Roy McBrayer

Deputy of Operations

ADDRESS

1102 "Q" Street , Suite 5100, Sacramento, CA 95814

**California Department of General  
Services Use Only**

☐ Exempt per:

**EXHIBIT A****SCOPE OF WORK**

1. Contractor will provide Structural Engineering review services on an "as-needed" basis. Projects may include plan review and back review of drawings and specifications, review of change orders, addenda deferred approvals, alternate designs, and revisions for California public school buildings, and other facilities as designated by California Codes including Education Code Sections 17280-17317 and 81130-81149; Part I, Title 24, California Code of Regulations, Sections 4-301 et seq.; Section 17305; and other related activities to DSA. Contractors shall meet the standards of the DSA in the area of Structural Engineering for buildings, building components, and facilities. The backcheck of the plan review shall be performed at the designated Regional DSA Office.
2. All work performed shall comply with all applicable state codes and regulations, particularly as they are related to structural engineering. The Firm(s) selected shall be knowledgeable of the codes and regulations regarding building design for Structural Engineering compliance in the State of California.
3. Please note that all identified and newly hired plan review personnel must be approved by DSA and must attend the Structural Engineering training classes as provided for by DSA.
4. All project reviews shall meet the quality control standards set by the DSA.
5. Projects may include e-plan review of electronic drawings and specifications during the term of the contract.
  - e-plan review is a process by which electronic drawings and specifications can be reviewed and marked using computer tools such as a CAD viewer.
  - electronic drawings refer to CAD drawings and image files (TIFF, PDF), electronic specifications refer to specifications available as computer files, put together with groupware applications such as Microsoft Word™, Excel™, WordPerfect™ etc. or a PDF™.
  - access e-files, this refers to applications and processes used to transfer e-files. Examples include file transfer protocol (ftp) server or client.
  - view e-files refers to the use of applications such as CAD viewers that will allow CAD and other files to be viewed without the need of native applications used to develop the drawings or other documents.
  - mark up e-files refers to a feature available in most CAD viewers and some other applications, by which comments can be added to a file that is being viewed. This allows electronic drawings to be marked.
  - save e-files refers to the ability to save a drawings (or set of drawings) along with marked layers as a single file.
6. Contractor shall attend the Structural Engineering training classes as provided by DSA. Training will be held at each DSA Regional Office, schedule to be arranged annually.
7. Contractor shall furnish, as directed for each project, marked drawings and specifications, and will be required to perform back check in the DSA Regional Office with the project designers.
8. Contractor services shall be limited to projects for the DSA office located at

Division of State Architect

XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX

**EXHIBIT A****SCOPE OF WORK (con't)**

9. The State representative(s) is not authorized by the State to make any commitments or changes which will affect the price, terms or conditions of this Agreement, without a written amendment.

The project representatives during the term of this agreement will be:

<b>DSA REPRESENTATIVE</b>	<b>CONTRACTOR</b>
XXXXXXX	XXXXXXX
Attn: Mr.	XXXXXXXXX
XXXXXXX	XXXXXXXXXXX
XXXXXX	XXXXXXXXXXXXX
Telephone :	Telephone :
Fax :	FAX :

Direct all Contract inquiries to:

<b>Division of State Architect</b>
<b>Pamela Rae Johnson, Contract Analyst</b>
1102 Q Street, Suite #5100
Sacramento, CA 95814
Telephone : 916*324-2733
FAX : 916*445-3521
Email : pamela.johnson@dgs.ca.gov

**EXHIBIT B****BUDGET DETAIL AND PAYMENT PROVISIONS****1. Invoicing & Payment Provisions**

- a. For services satisfactorily rendered and upon receipt and approval of the invoices, the consideration to be paid Contractor shall be the fee as stipulated in each amendment. This fee shall be full compensation for all of Contractor's services and expenses including office overhead, travel, per diem, reproduction, or any other direct or indirect expenses incidental to providing the services.
- b. The invoice(s), submitted not more frequently than monthly in arrears, shall include the DSA agreement number and shall properly detail all amendment numbers, application numbers, project numbers etc., plus dates of services performed, by whom with the appropriate rate of pay per each amendment. Invoice(s) shall be submitted to:

Division of State Architect  
XXXXXX  
XXXXXX  
XXXXXXX

**2. Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

3. **Budget Contingency Clause:** It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either: cancel this Agreement with no liability occurring to the State, or offer an Agreement Amendment to Contractor to reflect the reduced amount.

**4. Amendment Process**

- a. The State shall authorize the Contractor to perform only by a written amendment to this Agreement. Each amendment shall identify the scope of services, the schedule for providing those services and the negotiated fee. The State and Contractor agree that no specific quantity of work is guaranteed by this Agreement and the State in its sole discretion, reserves the right to determine the best qualified firm for each project.
- b. No project amendment shall exceed \$25,000.00 and the aggregate of all fees for all amendments paid to the Contractor under this Agreement shall not exceed THREE HUNDRED THOUSAND AND /100s DOLLARS (\$300,000.00)
- c. In accordance with Government Code section 4528, should the State be unable to negotiate a satisfactory contract amendment with the Contractor at a fee and or schedule that the State determines to be fair, reasonable and in the States best interest for that particular project, negotiations with the Contractor shall be terminated. The State shall then undertake negotiations with the next qualified firm.
- d. If a Contractor is unable to provide any services for the first year of the contract for any reason, this could be grounds for possible termination of the Agreement.
- e. This Agreement will remain in force for two years or until the maximum dollar amount is expended. The State in its sole discretion may extend the Agreement for up to one additional year.

**EXHIBIT D****SPECIAL TERMS AND CONDITIONS****1. Confidentiality Statement:**

All financial, statistical personal, technical and other data and information relating to the State's operations which are designated confidential by the State and made available to the Contractor in order to carry out this Agreement, or which become available to the Contractor in carrying out this Agreement, shall be protected by the Contractor from unauthorized use and disclosure through observance of the same or more effective procedural requirements as are applicable to material which the Contractor deems confidential and so protects.

**2. Contract Termination:**

- a) The State reserves the right to terminate this Agreement upon thirty (30) days written notice to the Contractor. Contractor may submit a written request to terminate this Agreement only if the State should substantially fail to perform its responsibilities as provided herein.
- b) If terminated, the Contractor will be compensated for cost incurred up to the notice of the termination. In no event shall payment for such costs exceed the current contract amount. All costs shall be subject to audit by the State.
- c) The State may terminate this agreement and be relieved of the payment of any consideration to Contractor should Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the State may proceed with the work in any manner deemed proper by the State. The cost to the State shall be deducted from any sum due the Contractor under this agreement, and the balance, if any, shall be paid the Contractor upon demand.
- d) Thereafter, if the State should determine to complete the original Project or substantially the same Project, the State shall have the right to use any original tracings, drawings, calculations, specification estimates and other construction documents prepared under this Agreement by the Contractor who shall make them available to the State upon request without additional compensation.

**3. Licenses/Permits/Certificates:**

Contractor, shall, without expense to the State, be responsible for obtaining and maintaining any licenses and permits and for complying with any applicable Federal, State and municipal laws, codes and regulations, as necessary for the prosecution of Contractor's work.

**4. Computer Software Clauses:**

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

**EXHIBIT D****SPECIAL TERMS AND CONDITIONS (con't)****5. Evaluation of Contractor**

Performance of the Contractor under this Agreement will be evaluated. The evaluation shall be prepared on Contract/Contractor Evaluation Sheet (STD 4), and maintained in the Agreement file. For consultant agreements, a copy of the evaluation will be sent to the Department of General Services, Office of Legal Services, if it is negative and over \$5,000.

**6. Release of Information**

Contractor shall not make any public information release in connection with services performed under this Agreement without advance written permission of the State.

**7. Ownership of Materials**

- a. All materials and documents developed in the performance of this Agreement are the property of the State. The State shall have unlimited rights, for the benefit of the State, in all drawings, designs, specifications, notes and other work developed in the performance of this Agreement, including the right to use same on any other State work at no additional cost to the State. Contractor agrees to and does hereby grant to the State a royalty-free license to all such data which Contractor may cover by copyright and to all work as to which Contractor may assert any rights or establish any claim under the patent or copyright laws. The Contractor agrees to furnish and to provide access to the originals or copies of all such materials upon the request of the State. The State agrees to make no demand on Contractor for responsibility for the State's use of such materials for any other State work which is not the subject of an agreement between the State and Contractor for such use.
- b. If the Contractor performs the work required under this Agreement with the assistance of (CAD) Technology, the Contractor shall deliver to the State, on request, the disk(s) that contains the files and shall specify disk format and the supplier of the software and hardware necessary to use the files.
- c. The State does not assume any obligation to employ the Contractor's services or pay Contractor royalties of any type as to future programs which may result from the work performed under this Agreement.

**8. Waiver**

No waiver of any condition, requirement or right expressed in this Agreement shall result from any forbearance of the State to declare a default.

**9. Brokerage or Contingent Fees**

Contractor warrants by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon understanding or agreement for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or established commercial or selling agencies maintained by Contractor for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to terminate this Agreement without liability, paying only for the work actually performed, or otherwise recover the full amount of such commission, brokerage or contingent fee.



**EXHIBIT D****SPECIAL TERMS AND CONDITIONS (con't)****10. Release of Claims**

The acceptance by the Contractor of final payment shall be and shall operate as a release to the State of all claims and all liability to the Contractor for everything done or furnished in connection with this Agreement and for every act and neglect of the State and others relating to or arising out of this Agreement.

**11. Insurance Requirements**

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, or employees.

**a. Minimum Scope of Insurance**

Coverage shall be at least as broad as:

- i. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001).
- ii. Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto).
- iii. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

**b. Minimum Limits of Insurance**

Contractor shall maintain limits no less than:

General Liability:	<b>\$1,000,000</b> per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
<i>(Including operations, products &amp; completed operations, as applicable.)</i>	
Automobile Liability:	<b>\$1,000,000</b> per accident for bodily injury and property damage.
Employer's Liability:	<b>\$1,000,000</b> per accident for bodily injury or disease.
Professional Liability:	<b>\$250,000</b> per occurrence and annual aggregate.

**EXHIBIT D****SPECIAL TERMS AND CONDITIONS (con't)****c. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions applying to General Liability and Automobile Liability must be declared to and approved by the State. At the option of the State, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the State, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the State guaranteeing payment of losses and related investigations, claim administration and defense expenses.

**d. Commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:**

- i The State, its officers, officials, employees and volunteers are to be covered as insured's as respects: liability arising out of work or operations performed by or on behalf of the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor.
- ii For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the State, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the State, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- iii Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by U.S. mail.

**e. The workers' compensation and employer's liability policy shall be endorsed to contain the following provisions:**

- i. The insurer waives any right of recovery the insurer may have against the State, its officers, officials, employees and volunteers because of payments the insurer makes for injury or damage arising out of the work done under contract with the State.
- ii. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the State.
- iii. Verification of Coverage: Contractor shall furnish the State with original certificates and amendatory endorsements effecting coverage as required in Other Insurance Provisions of this section. All certificates and endorsements are to be received and approved by the State before work commences. The State reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

**12. Claims and Disputes**

The parties hereto mutually agree that the resolution of any claim or disputes arising under this Agreement shall be resolved pursuant to the following:

- a. If the Contractor disputes any action by the State's Representative arising under or out of the performance of this contract, the Contractor shall notify the State's Representative of the dispute in writing and request a claims decision. The State's Representative shall issue a decision within 30 days of the Contractor's notice. The decision shall be final and conclusive on the claim. This administrative process must be followed before taking any court action.

**EXHIBIT D**

**SPECIAL TERMS AND CONDITIONS (con't)**

- b. In the event of litigation between the Contractor and the State after all administrative remedies have been exhausted, litigation shall be commenced in an appropriate court of competent jurisdiction within Sacramento County, State of California.
- c. Contractor agrees to proceed with all work ordered by the State pending the outcome of any claim, dispute or litigation.

13. Notices

Any notice by either party shall be given in writing either by personal service, overnight delivery service, or by depositing it in a United States mail deposit box with the postage thereon fully prepaid and addressed to State at the address as set forth below in this Agreement, or addressed to any other place or places State or Contractor may by written notice give to the other.

Contractor:

State:  
Department of General Services  
Division of the State Architect  
1102 Q Street, Suite 5100  
Sacramento, Ca 95814

Attention:

Telephone: